

Express Plan Check Requirements - Residential Additions & Alterations

Handout No. 2-4
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Express Plan Checks are for projects that can be thoroughly reviewed, approved if possible, and processed in 1-hr or less.

Residential Express Plan Check Criteria

Certain residential remodels and additions may qualify for *Residential Express Plan Check*, if the project meets all the following criteria:

- The property must be a one or two-family dwelling.
- The project must be a single story addition and or alteration no greater than 500 square feet.
- Two separate types of appointments are available:
 - (i) The design must meet all provisions of conventional light frame construction, or
 - (ii) Projects with minor structural calculations
- **Three (3)** sets of plans must be prepared to a professional quality acceptable to the City.
- Plans must be on appropriate size paper, we suggest 18" X 24" and drawn to scale.
- Plans must be prepared according to published minimum submittal requirements. See Building Division Handout 2-7.
- A representative who is authorized to make red-mark changes to the plan must be present.
- Manufactured roof truss calculations (if applicable) are required at express appointment. See [Plan Check Update 4, Note #2](#) for more information.
- Plans must show compliance with the State of California Energy Efficiency Standards (Title 24). Forms CF-1R and MF-1R to be on sheets the same size as the plans regardless of whether any area is added or not.
- Express plan review and subsequent resubmittals are done by appointment only. An appointment can be obtained by calling (408) 535-3555 during business hours, Monday through Friday. A non-refundable plan review fee will be assessed at the time of appointment request, which will be charged to your credit card. If your appointment is rescheduled or canceled by 5:00pm two business days prior to your appointed time no fee will be assessed.

The following must be completed prior to your appointment:

- Building Permit form completed
- The Single Family House Permit Processing Form must be completed and approved by Permit Center counter staff prior to plan review.
- The minimum document submittal checklist must be completed.

Other Approvals and Clearances

After you have made an appointment, a SITUS review will be completed to determine if other Division or Departmental clearances are required. You will be notified by phone to obtain any required clearances.

- Planning approval is required prior to plan review. They can be reached at (408) 535-3555
- A Public Works clearance is required prior to issuance of a permit. They can be reached at (408) 535-3555.
- A Demolition Diversion Deposit is required for projects with a valuation of \$2,000 or greater. They can be reached at (408) 535-8566.

Plan submittals must clearly indicate the nature and scope of work. A typical plan submittal may include a site plan (plot plan), foundation plan, the existing floor plan, proposed floor plan, roof plan, sections, framing details and exterior elevations. For complete plan submittal requirements obtain a copy of the Building Division's [Suggested Document Submittal List for Single Family Additions/Alterations, Handout No. 2-7](#).

Projects that have Manufactured roof trusses: Manufactured roof truss calculations (if applicable) are required at express appointment.

Anyone can prepare plans, however, plans must be drawn to scale and clearly show the scope of work being proposed.

In order to facilitate recycling of plans please have plans prepared as recyclable black line prints.

If a project meets the qualifying criteria, the Building Division staff will perform the plan check while the applicant waits. The *Express Plan Check* process will result, either, in issuance of a permit or a list of required plan revisions.

If minor revisions are needed, the plans should be changed at the time of express plan check. A representative who is authorized to make changes to the plans should be present during the *Express Plan Check*. If plans are prepared by a registered engineer, architect or designer an authorized representative of the design professional must be present. **If major changes are required**, the plans will need to be revised.

Even if the project meets all of the above guidelines, it may not qualify for *Express Plan Check* due to design complexity or other disqualifying conditions. You will be directed to submit the plans for a regular plan check. Depending on staff availability, other options such as an intermediate plan check may be available to expedite the project.

Additional information can be obtained by visiting our website at www.sanjoseca.gov/building/ or by calling our Information Inspector's voice mail at (408) 535-7601 and leaving a detailed message. In addition you may visit the Building Division in City Hall at 200 East Santa Clara Street..

**City Of San Jose Building Permit
Owner Builder Application**

Date: _____
APPL./PERMIT #: _____

(Please print clearly and fill in all that apply)

PROJECT ADDRESS: _____

ASSESSOR PARCEL # _____ CITY: San Jose/Santa Clara County

☐ ARCHITECT ☐ ENGINEER

APPLICANTS NAME: _____

LICENSE/REGISTRATION #: _____

MAILING ADDRESS: _____

NAME: _____

CITY/STATE/ZIP: _____

COMPANY NAME: _____

PHONE #: (____) _____ FAX #: (____) _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

CITY/STATE/ZIP: _____

TENANT COMPANY NAME: _____

PHONE #: (____) _____ FAX #: (____) _____

OWNERS NAME: _____

E-MAIL ADDRESS: _____

PHONE #: (____) _____ FAX #: (____) _____

(Jurisdictions may require written approval from the owner)

PROJECT CONTACT PERSON: _____ PHONE #: (____) _____ FAX #: (____) _____

ADDRESS: _____ E-MAIL ADDRESS: _____

CONTRACTOR

LICENSE #: _____ LIC. CLASS(ES): _____ PHONE #: (____) _____

COMPANY NAME: _____ FAX #: (____) _____

ADDRESS: _____ E-MAIL ADDRESS: _____

CITY/STATE/ZIP: _____ BUSINESS LIC #: _____

Licensed Contractors Declaration: I hereby affirm *under penalty of perjury* that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. Date: _____ Contractor Signature: _____

Owner-Builder Declaration: I hereby affirm *under penalty of perjury* that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5 Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9, (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500):

- ☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractor License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale).
- ☐ I, as owner of property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the project with a contractor(s) licensed pursuant to the Contractors License Law).
- ☐ I am exempt under Sec. _____, B & P.C. for this reason _____

Date: _____ Owner Signature: _____

Workers' Compensation Declaration: I hereby affirm *under penalty of perjury* one of the following declarations:

- ☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- ☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

CARRIER: _____ POLICY NO. _____

(This section need not be completed if the permit is for one hundred dollars (\$100) or less.)

- ☐ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date: _____ Applicant Signature: _____

WARNING: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest, and attorney fees.

Construction Lending Agency Declaration: I hereby affirm *under penalty of perjury* that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

Lender's Name: _____ Lender's Address: _____

I Certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant/Agent: _____ Date: _____

Printed Name of Applicant/Agent: _____

**THE FOLLOWING NOTICE IS MANDATED BY SECTION 19830
OF THE HEALTH AND SAFETY CODE OF THE
STATE OF CALIFORNIA**

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified.

For your protection you should be aware that as “owner-builder” you are the responsible party of record on such a permit. If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name.

Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the City of San Jose. They are also required by law to put their license numbers on all permits for which they apply.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection.

If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$200 or more for the entire project, and such persons are not licensed as contractors or subcontractors, then you may be an employer.

If you are an employer, you must register with the state and federal government as a employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, workers’ compensation insurance, disability insurance, disability insurance costs, and unemployment compensation contributions.

There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to workers’ compensation insurance.

For more specific information about your obligations under federal law, contact the Internal Revenue Service (and, if you wish, the United States Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents.

If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their work personally or through their own employees, without a licensed contractor or subcontractor, only under limited conditions.

A frequent practice of unlicensed persons professing to be contractors is to secure an “owner-builder” building permit, erroneously implying that the property owner is providing his or her own labor and material personally. Building permits are not required to be signed by property owners unless they are performing their own work personally.

Information about licensed contractors may be obtained by contacting the Contractor’ State Licensed Board in your community, 100 Paseo de San Antonio, Room 319, San Jose, California 95113, telephone 277-1244.

Please complete and return the enclosed owner-builder verification form so that we can confirm that you are aware of these matters. The building permit will not be issued until the verification is returned.

CITY OF SAN JOSE
BUILDING DEPARTMENT

**THE FOLLOWING FORM IS MANDATED BY SECTION 19831
OF THE HEALTH AND SAFETY CODE OF THE STATE OF CALIFORNIA**

ATTENTION PROPERTY OWNER OF: _____
(Property Address)

An "owner-builder" building permit has been applied for in your name and bearing your signature.

Please complete and return this information at your earliest opportunity to avoid unnecessary delay in processing and issuing your building permit. No building permit will be issued until this verification is received.

1. I personally plan to provide the major labor and materials for construction of the proposed property improvement [yes () no ()].
2. I [have () have not ()] signed an application for a building permit for the proposed work.
3. I have contracted with the following person (firm) to provide the proposed construction:

Name: _____

Address: _____

Phone: _____ Contractor's License No.: _____

4. I plan to provide portions of the work, but I have hired the following person to coordinate, supervise, and provide the major work.

Name: _____

Address: _____

Phone: _____ Contractor's License No: _____

5. I will provide some of the work, but I have contracted (hired) the following persons to provide the work indicated:

Name	Address	Phone	Type of Work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signed: _____ Print Name: _____

Date: _____



CITY OF SAN JOSÉ, CALIFORNIA

Building Division Submittal Form

Single Family House Permit Processing Form

Project Address: _____

Projects Plan Title: _____ **revised** _____

- A. Lot size _____ sq. ft.
- B. Gross house size (Excludes Garages, basements and accessory structures) _____ sq. ft.
- C. Calculate Floor Area Ratio (divide B by A) _____ F.A.R.

Single Family House Permit Determination Checklist

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Is the new house or addition greater than 30 feet in height? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the new house or addition greater than 2 stories? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the floor area ratio of your house greater than .45? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the house or site a designated City Landmark? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the house or site identified on the City Historic Resources Inventory? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the house or site located in a Historic District or Conservation Area? | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, to any of the above questions you need a Single Family House Permit.

I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the City of San Jose Building Division. I understand that any change to the proposed structure during the Plan Check process may change the determination that a Single Family House Permit is or is not required, or the type approval required for a Single Family House Permit.

Based on the information provided above, a Single-Family House Permit ☐ **is** ☐ **is not** required for this proposed house. If a Single-Family House Permit is not required, then a Building Permit may be obtained without further approval by the Planning Division. Any change to the proposed structure during the Plan Check process may change the determination that a Single Family House Permit is or is not required, or the type approval required for a Single Family House Permit.

Applicant's Signature

Date

Planning Division Staff Signature

Date

Revised July 2000